



## **Resignation**

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### **1.0 POLICY**

A minimum of two (2) weeks notice is expected of all resigning personnel except for department directors, who shall give a minimum notice of 30 days. Where the positions are of a highly skilled or technical nature, and/or where replacement may require extensive screening, a notice greater than two (2) weeks is desirable.

### **2.0 DEFINITIONS**

None.

### **3.0 PROCEDURE / RULE**

- 3.1** All notices of resignation should be in writing.
- 3.2** Resignations should be directed to Department Directors or in the case of Department Director to the County Manager or the appropriate appointing authority.
- 3.3** Three consecutive days of absence without contacting the immediate supervisor or Department Director is considered to be a voluntary resignation.
- 3.4** Vacation pay will be retained by the County if a minimum of two (2) weeks notice is not worked. Vacation time cannot be substituted for actual work time.
- 3.5** "Physical" receipt of a resignation statement is deemed acceptance by the employer.

### **4.0 APPENDIX / APPENDICES**

None.